Information Assurance by NSA: Pre-Publication Process FAQs

(U) FAQs related to the IA Pre-Publication Process

Q. (U) What is the Pre-Publication Process?

A. (U) The Pre-Publication (PrePub) Process is the prescribed set of steps executed to review all official NSA/CSS information intended for public dissemination. The process allows for the determination of whether information for dissemination is consistent with established NSA/CSS, DoD, and IC policies and programs.

Q. (U) What is the role of Dedicated Support Communicators Office (P25) in the process?

A. (U//~~FOUO~~) The Associate Directorate for Policy and Records (DJ) approved the delegation of authority to Information Assurance (IA) for the PrePub review of IA-related information on 1 November 2012. The Dedicated Support Communicators Office (P25) administrates this process for IA.

(U//~~FOUO~~) *P25 reviews submissions to ensure they are vetted appropriately among the information owners and all organizational approving authorities, and are consistent with IA Corporate messaging. P25 also forwards submissions to Corporate Communications (DN1), the Office of General Council (OGC), and/or the Defense Office of Pre-Publication and Security Reviews (DOPSR), as appropriate.*

(U//~~FOUO~~) *The Office of Information Security/Classification (DJ2) assists P25, coordinating classification reviews with U.S. Government Agencies and/or foreign governments. DN1 reviews IAD submissions, when necessary, to ensure that the Agency's message is appropriately and correctly communicated.*

Q. (U) What is public dissemination?

A. (U) Public dissemination is the release of information in a documentary form (including, but not limited to: written material, audio records, videos, and photographs) to one or more persons who do not have the appropriate access

authorization, security clearance, and need-to-know to receive official NSA/CSS information.

Q. (U) What kind of information/ documents are subject to a P25 PrePub review?

A. (U) All IA and IA-related information meant for public dissemination must undergo a PrePub review, including, but not limited to: briefings (including PowerPoint slides and speakers' notes), technical documents, and documents supporting an Unclassified IA program (such as capability packages), magazine articles, co-op reports, and graphics.

Q. (U) Who can request a PrePub review?

A. (U) Anyone who has a need to share – in a public or private capacity – IA or IA-related information in a public forum or to persons who do not hold security clearances.

Q. (U) How does one submit a PrePub request?

A. (U) P25 uses an automated tool, which can be accessed through <u>SharePoint</u>. PrePub requests should be submitted via the tool; however, should the tool be down for maintenance, customers can submit requests via the DL IAD_PREPUB alias.

(U) All requests must include:
- o An attachment containing the content that will be released to the public;
- o Identification of the venue and audience;
- o Digitally signed classification assessments by two organizational Classification Advisory Officers (CAOs);
- o Documentation of Management approval to release the information;
- o Documentation of review by an organizational Technical Director (TD) and/or a Contracting Office Representative (COR) (if applicable);
- o Documentation of OGC review (if applicable);

- Approval to release the names of individuals included in the document (if applicable); and
- Precise external web location (URL) at which the content is intended to publish (if applicable).

Q. (U) Can documents be created on the NSA Unclassified network and then submitted for pre-pub review?

A. (U) No. P25 can only accept material for PrePub review on the NSA Classified Network (NSANet). P25 also advises that any documents requiring PrePub review should be created on NSANet.

Q. (U) How long does it take a document to go through the PrePub process?

A. Per Policy 1-30, PrePub review authorities have up to 25 business days to process and complete PrePub requests. Requests which require a more immediate response will be addressed on a case-by-case basis.

Q. (U) What recourse does a person have if his/her request is not approved for public release?

A. (U) If disapproved, a PrePub request can be re-submitted if the issue that caused the disapproval is resolved.

(U) Issues include, but may not be limited to:

- Classification: The appropriate CAO must advise the submitter how to proceed, should the submission contain information not approved for public release. Classification review determinations may be appealed in writing within 20 working days of receipt of such determination to the Associate Director for Community Integration, Policy and Records (ADCIPR).
- Organizational approval: The appropriate Management/CAO/TD/COR approval must be signed and attached to the PrePub ticket if reviewers do not provide approval (with recorded PKI) in the actual ticket.
- Formatting: Documents must comply with the NSA Style Guide. P25 can provide access to appropriate templates for the submission.

o   <u>Messaging:</u> Both P25 and DN1 review documents for IA and NSA messaging concerns, respectively. Messaging concerns can range from the style of writing used, to the topic of the document.

Q. (U) Does a document have to go through the PrePub process every time the content is used in a different setting/forum, even if the content does not change?

A. (U) No; content approved through the PrePub process, unless otherwise specified in the final determination from P25, are approved for unrestricted and indefinite dissemination. Note that this approval is only for the exact information reviewed during that process. Additions that expand or alter the meaning or purpose do require a new review to avoid compilation issues in classification or messaging. Content that is altered for grammatical or spelling changes, omit approved information, or retain all original information but is moved to a new format or template does not require another PrePub review.

Q. (U) Define "public" and "private" capacity and how each relates to the PrePub review.

A. (U) When a person plans to present official NSA/CSS information in an official capacity, they are acting on behalf of NSA/CSS and are obliged to submit the information for PrePub review

(U) Alternatively, when a person presents in a private capacity, they are acting on behalf of themselves – not in association with NSA/CSS. They do not use official NSA/CSS information generally unavailable to the public or knowledge gained

while working with the Agency. Under such circumstances, the presentation material does not have to be submitted for PrePub review.

Q. (U) What is a Non-Disclosure Agreement, and how is it related to the PrePub process?

A. (U) The Non-Disclosure Agreement is a lifetime obligation, to which all Agency affiliates agree at the time of indoctrination, to "safeguard all protected information, to submit all information intended for publication and/or public release for prepublication review, and to report any unauthorized disclosure of protected information."